

## **eVA Interface/Integration Technical VITA to E2E Meeting**

Meeting Minutes for  
April 29, 2004

### **Opening:**

A meeting of the eVA import/export interface workgroup to discuss VITA's changes was called to order at 10:00 AM on 4/29/2004 in Richmond.

### **Present:**

Mary Baker, DMME (phone)	Regina Baxter, SVTC (phone)
Jan Bond, DGS	Chris Banaszak, DMAS
Dennis Brink, VITA	Richard Brough, DSS
Christine Childress, DOLI	Jan Fatouros, DGS
Martha Freeland, DMV	Kenny Goins, JMU (phone)
Maria Hatcher, DGS	Julie Hamilton, ESH (phone)
Cheryl Kimball, DOLI/DCR	Marion Lancaster, DGS
Marcie Lee, VCE (phone)	Beth Lock, DMHMRASA
Doug Mathews, JMU (phone)	Parvin Mirshahi, DGS
Rita Peyton, VITA (phone)	Dan Rogerson, ODU (phone)
Samy, Sethuraman (phone)	Joy Lazarus, DMHMRASA (phone)
Bruce Miller, DMAS	Jim Roberts, DMHMRASA
Tracy Surratt, APA	Rena Roszell, DMAS
Kim Rudisill, DEQ	Jennifer Schreck, APA
Stephen Wulz, DMME	Mike MacEwen, DOLI

### **A. Approval of Agenda**

The informal agenda:

- eVA Interface Task List
  - Agency Responsibilities
  - VITA Responsibilities
  - eVA Responsibilities

### **B. eVA Interface Task List**

- Meeting with VITA – Jan Fatouros presented several decisions that were made at the meeting between the eVA project management and Karen Robinson at VITA based on the discussions/feedback provided by the interface group last week. Some of the decisions are:
  1. How does an agency make requirements known to VITA and VITA procure items requested on a timely manner.
  2. VITA (Dennis Brink) is developing a list of in-scope of hardware/software (including maintenance agreements) to be procured by VITA. Also, VITA is working on list with examples when items should be purchased through VITA or

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by the agency. Dennis stated that a draft of the list should be available by mid May. The group expressed great concerns on what is classified as software or office products. Would like VITA to clarify.

The following discussions are based on the 'VITA Interface Task List' document provided by Jan Fatouros to the group present and emailed to the rest of the group not present:

- Agency Responsibilities –
  - For agencies using the eVA Export file: By June 23 add Checkbox3 field place holder at the end of the Req\_Header Record format. (This date may slip to June 25). When your agency transitions to VITA, the export file will include orders and associated receivings made on the agency's behalf by VITA and paid by VITA.
  - A question was asked when the prefix on the eVA online purchase order number will change. Response, it will not change until the agency transitioning to VITA is turned on in eVA to use the eProcurement tool. Notification will be sent to the agency prior to the transition process in eVA is turned on. All in-scope agencies (small/medium) will be turned on by July 1.
  - **PO Categories: Additional PO Categories will be added for VITA. By your agency's transition date to VITA, add VITA PO Categories to your ERP (VR1, VR2, VS1, VS2, VP1, VP2, VE1, VE2). The new PO Categories have the following format:**
    - VR1  
V = VITA Requisition  
R = Regular  
1 = Vendor pays the eVA processing fee
    - VR2  
V = VITA Requisition  
R = Regular  
2 = Exception order, COVA agrees to pay the eVA processing fee
    - VS1  
V = VITA Requisition  
S = Sole Source  
1 = Vendor pays the eVA processing fee

PO Category ending with a '2' indicates that COVA will pay the processing fee, not the vendor. It has not been determined if the requesting agency or VITA will pay the eVA processing fee for VITA orders.

Imported interface orders with a PO Category that begins with a 'V' and the Preferred Order Method is 'Override' or 'Exception' will not go to the eMall or the data warehouse. They will be rejected by the message broker.

Imported **requisitions (auto-submit = false)** with a PO Category that does **not** start with a 'V' for a non-registered vendor will be rejected and not routed to the eMall or the datawarehouse, since requisitions cannot be loaded into the eVA Data Warehouse.

- **Non-Registered Vendor on Imported VITA Requisitions/Orders:**  
Imported VITA requisitions/orders with a non-registered vendor will be defaulted to VITA. VITA will be setup as a vendor in eVA. By your agency's transition date to VITA, modify agency procedures to capture "non-registered" vendor information (i.e. vendor name, tax id, address, phone, contact) on the requisition header comments or as an attachment.

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- **Receiving:**

By your agency's transition date to VITA, modify agency procedures to make sure all VITA orders are received in eVA.

It was presented that VITA is willing to allow the VITA's onsite person at the agency to enter receiving in eVA. This has to be negotiated between the agency and VITA.

There was a discussion that interface agencies should not receive VITA orders into their ERP, since they do not have the purchase order information in their ERP system to do receiving against. The group was reminded that they are sending requisitions through the interface to be processed by VITA in eVA and not purchase orders.

By your agency's transition date to VITA, modify agency procedures to identify vendor invoices intended for VITA but incorrectly sent to your agency and send them to VITA for payment. The Accounts Payable staffs need to be instructed not to pay invoices for VITA orders, since VITA is paying the vendor.

Currently eVA does not have the capability to import receiving transactions. Jan Fatouros mentioned that the eVA project team could start talking about the possibility of importing receiving transactions sometime in January 2005 after the integration work has been completed.

- **Procedure For Handling Returns:**

Mary Baker from DMME, asked what are the procedures for handling returns. It was explained to her that eVA allows partial receipts, but VITA will document process to handle returns. Dennis Brink will discuss with VITA management to draft process.

Jan Fatouros stated that is it her understanding that VITA will not invoice agency until items have been paid by VITA. VITA will not pay invoice until item has been received in eVA.

- **Asset Inventory:**

There was a discussion on handling of asset inventory by VITA for new hardware purchased. It was stated that VITA will require the serial number of the asset to be placed on the receiving comments section in eVA. The overall process is being documented by VITA.

- **Delegation Authority (Dollar Amount):**

There was a discussion on delegated amount that can be approved by an agency. Once the agency and VITA has come to an agreement on the delegated amount, this information will be recorded in the message broker to validate if requisition should be routed to VITA or not for final approval based on the total amount on the requisition and the delegated amount. VITA will provide the delegated amount for each agency to eVA implementation team to be stored in the message broker.

- **AITR Approval:**

There was a discussion on AITR (Agency Information Technology Resource) approving VITA imported requisitions solely in eVA. It was stated that VITA will allow approval to be done by an agency outside of eVA based on the executive summary agreement between the agency and VITA. A flag will be

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maintained in the message broker indicating if requisitions can be approved by an AITR outside of eVA based on the agreement between the agency and VITA. VITA will provide the information to the eVA implementation team if an agency has authority to approve imported requisitions outside of eVA. The default in the message broker is AITR must approve imported requisitions in eVA.

- **Agencies Using Generic Buyer on Imports:**

There was a discussion on agencies with multiple regions using one generic eVA buyer (requester) on all the imported requisitions. This may cause a problem to default VITA accounting data, based on the Buysense group for the one requester, if the VITA default accounting data differs for each region. It was recommended that the agency create a separate eVA buyer login for each region or provide the accounting information on the import.

• **VITA Responsibilities –**

- Provide default VITA accounting by agency to eVA implementation team
- Program eVA Export to VITA ERP Interface. Use the data warehouse CARSSUBOBJECT field as the VITA SubObject field value
- Provide AITR approval status and if on-line eVA AITR to eVA
- Provide delegation amounts by agency to eVA implementation team
- Process Payments/Modify VITA accounting as necessary
- Process/distribute Agency Invoices. Include on the invoice the SubObject to be sent to CARS on the AIT.

- **Items to be Addressed By VITA:**

- Cheryl Kimball/DOLI – Will DOA allow agencies to pay VITA invoices via EDI?
- Mary Baker/DMME – Details on the AIT. How will VITA's fee appear on the invoice? Is it computed based on the total PO or based on each PO line? VITA's answer – based on the PO line.
- Mary Baker/DMME – Are shipping charges included on the invoice? Need to be addresses by Karen Robinson.
- Example of invoice to the agency as early as possible
- Mary Baker/DMME – Will VITA onsite person at the agency have purchase card for small purchases? There was a discussion that the agency and VITA need to work on agreement on list of IT items that can be purchased with a purchase card. There was a discussion that VITA is working on a process to allow VITA to use VITA's purchase card to process orders on behalf of the agency.
- Cheryl Kimball/DOLI - Would like to know if the list of IT products to be purchased by VITA will include commodity codes (NIGP).

• **eVA Responsibilities –**

**1. Before July 1 - Modify Message Broker to process VITA interface requisitions**

**If the first character of POCategory = V, the message broker will set the Bill To Address to be the VITA Bill To Address.**

- a. If first character of POCategory = V and Vendor not Registered and AITR approves in eVA
  - i. change vendor to VITA
  - ii. Set "Send all Items to eProcurement" to True
  - iii. Set "Send no item to eProcurement" to False
  - iv. Set "ByPass Approval Flow" to False
  - v. change billing address to VITA (E136)

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- b. If first character of POCategory = V and Vendor not Registered and AITR approves outside of eVA
    - i. change vendor to VITA
    - ii. Set "Send all Items to eProcurement" to True
    - iii. Set "Send no item to eProcurement" to False
    - iv. Set "ByPass Approval Flow" to True
    - v. change billing address to VITA (E136)
  - c. If first character of POCategory = V and Vendor is registered and total requisition amount is less than or equal to agency delegation and AITR approves in eVA
    - i. Set "Send all Items to eProcurement" to False
    - ii. Set "Send no item to eProcurement" to True
    - iii. Set "Bypass Approval Flow" to False
    - iv. change billing address to VITA (E136)
  - d. If first character of POCategory = V and Vendor is registered and total requisition amount is less than or equal to agency delegation and AITR approves outside of eVA
    - i. Set "Send all Items to eProcurement" to False
    - ii. Set "Send no item to eProcurement" to True
    - iii. Set "Bypass Approval Flow" to True
    - iv. change billing address to VITA (E136)
  - e. If first character of POCategory = V and Vendor is registered and total requisition amount is greater than agency delegation and AITR approves in eVA
    - i. Set "Send all Items to eProcurement" to True
    - ii. Set "Send no item to eProcurement" to False
    - iii. Set "Bypass Approval Flow" to False
    - iv. change billing address to VITA (E136)
  - f. If first character of POCategory = V and Vendor is registered and total requisition amount is greater than agency delegation and AITR approves outside of eVA
    - i. Set "Send all Items to eProcurement" to True
    - ii. Set "Send no item to eProcurement" to False
    - iii. Set "Bypass Approval Flow" to False
    - iv. change billing address to VITA (E136)
- 2. Maintain Delegation/AITR approval status at VITA direction
- 3. Load accounting values and VITA signer rules for each agency at VITA direction
- 4. Assist Interface agencies with testing –as necessary
  - a. Target date for agency to start testing, June 1<sup>st</sup>.
  - b. Export record will include orders that will be paid by VITA
- 5. Questions asked at the meeting by the interface agencies for the eVA team:
  - a. Can email be sent to VITA if requisition is cancelled in the eMail
  - b. Agency would like to receive email if imported requisition is denied by VITA in the eMail. Will research with AMS.

**The next meeting to discuss the changes to the order export file and reconciling between eVA receivings and the VITA bill will be sometime in June 2004.**

Prepared by Maria F. Hatcher

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